Management System: Requirements Management

Subject Area: Document Control Management

Procedure: Identifying Controlled Documents

Issue Date and Revision Number: 07/31/12 0	Lead Subject Matter Expert: Lynette Chafin	Management System Owner: Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Federal employees whose duties include the development, distribution, revision, and/or use of documents that define plans, report results, describe operations, prescribe processes, specify requirements, or establish designs. These documents must be managed and controlled to ensure that EMCBC personnel are provided with the current approved version of documents that could impact the quality of their work. Some of these documents are controlled through established document control processes maintained outside of EMCBC (e.g., DOE-wide Directives or Technical Standards) or outside of DOE (e.g., Federal Regulations). Many documents originated by EMCBC are controlled through the EMCBC Management System (CBC MS). However, documents that prescribe processes, specify requirements, impact the work of EMCBC (e.g., memoranda), and are not managed through a formal document system must also be controlled.

2.0 Required Procedure

Step 1	An EMCBC Assistant Director shall be responsible for determining the need for a Controlled Document when it meets the following criteria: • Required by, federal, state, or local law; Federal or DOE regulation, policy or order, regulatory requirements; or management's desire for a "best practice" • Requirements pertaining to the EMCBC that stipulate a program be developed • There is no existing document describing such actions.
Step 2	If one or more of the criteria above are met and the document has EMCBC-wide impact, the EMCBC Assistant Director will then assign an EMCBC SME to proceed to Procedure 2 - *Preparing and Submitting CBC MS Documents,* to control the document through CBC MS.

	If documents are applicable only to one organization (i.e., do not have EMCBC-wide applicability), the SME proceeds to Procedure 7 - *Control of Technical Instruction Documents.*

3.0 References

- Procedure 2 - *Preparing and Submitting CBC MS Documents*
- Procedure 7 - *Control of Technical Instruction Documents*

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the (Office of the Director) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
*ADM 16-01-A	Administrative Issuances – Identifying Controlled Documents	Office of the Director	Not Applicable

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Identifying Controlled Documents**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

l Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

l Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Document		7/31/12